

Financial Capacity Certification and Special Conditions Agreement

Policy and Procedures		
Does the organization maintain policies which include procedures for assuring compliance with the terms of the grant award?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the organization maintain written codes of conduct for employees?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the organization maintain written procurement policies and procedures?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Accounting System		
Is there a separate account maintained for grant funds?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How frequently does posting to the general ledger occur? Click here to enter text.		
Does the accounting system completely and accurately track the receipt and disbursements of funds by each grant or funding source?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the accounting system provide for the recording of actual costs compared to budgeted costs for each budget line item?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Internal Controls		
Are time and effort distribution reports maintained for employees working fully or partially on grant programs and account for 100% of each employee's time?	<input type="checkbox"/>	<input type="checkbox"/>
Are employee time sheets supported by appropriately approved/signed documents?	<input type="checkbox"/>	<input type="checkbox"/>
Are duties of the bookkeeper/accountant segregated from the duties of cash receipt or cash disbursement?	<input type="checkbox"/>	<input type="checkbox"/>
Are checks signed by individuals whose duties exclude recording cashed received, approving vouchers for payment, and the preparation of payroll?	<input type="checkbox"/>	<input type="checkbox"/>
Are all accounting entries and payments supported by source documentation?	<input type="checkbox"/>	<input type="checkbox"/>
Does the organization have adequate staff to comply with the terms of the grant agreement?	<input type="checkbox"/>	<input type="checkbox"/>
Are the officials of the agency bonded or covered by a liability policy?	<input type="checkbox"/>	<input type="checkbox"/>

Special Conditions
1. ACJC grant funds shall be used to provide direct services to victims of crime.
2. ACJC grant funds shall not be used to supplant federal, state, county, or local funds that would otherwise be made available for such purposes.
3. The applicant shall operate in a manner consistent with, and in compliance with, the provisions and stipulations of the approved grant application and agreement.
4. The applicant agrees that it will incorporate the use of volunteers in its program to the extent that such volunteers contribute to the effective and efficient provision of services to crime victims.

5. The applicant agrees to promote coordinated public and private efforts to assist crime victims within the community served.
6. The applicant agrees that ACJC grant funds are not to be expended for any indirect costs that may be incurred in administering the funds.
7. The applicant agrees to expend funds only in the approved budget categories for the amount approved.
8. The applicant agrees that payment obligation is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation.
9. The applicant agrees to retain all books, account reports, files, and other records for a period of five years after the completion of the expiration of the project. All such documents shall be subject to inspection and audit at reasonable times.
10. The applicant agrees to provide accounting, auditing, and monitoring procedures to safeguard grant funds and keep such records to assure proper fiscal controls, management, and the efficient disbursement of grant funds.
11. The applicant agrees to remit all unexpended ACJC grant funds to the Commission within 30 days of receipt of a written request from the Commission.
12. The applicant agrees to submit Monthly Financial Reports to the Commission through the Grants Management System (GMS). Financial reports are due on the 25th of each month. An Annual Performance Report is required to be submitted to the Commission on the forms provided. It is due August 15, 2015. In the event that reports are not received on or before the required date(s), the Commission may require more frequent reports. Funding will be suspended until such time as the delinquent report(s) are received.
13. The applicant agrees to comply with all applicable requirements of A.R.S. § 41-1463, all applicable state and federal civil rights laws, and Executive Order 1999-4 and 2000-4. In the event that a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the basis of race, color, religion, national origin, sex, age, or disability against the applicant, the applicant will forward a copy of the findings to the Commission.
14. The applicant will assign to the Commission any claim for overcharges resulting from antitrust violations to the extent that such violations concern materials or services supplied by third parties to the applicant in exchange for grant funds provided.
15. The applicant agrees to use arbitration in the event of disputes in accordance with the provisions of A.R.S. §12-1501 et. seq.
16. The applicant agrees that it is acting as an independent contractor and agrees to hold the Commission harmless for the actions of the grantee's employees.
17. The applicant agrees to obtain and maintain subrogation agreements from victims as a condition of receipt of assistance exceeding one hundred dollars (\$100) in direct financial aid.
18. The applicant agrees to comply with the applicable laws and provisions of the Arizona Crime Victim Assistance Program Rules A.A.C. R10-4-201 through R10-4-204.
19. The applicant agrees to submit, upon request, a copy of its financial audit for the most recently completed 12-month period.
20. The applicant assures that it will collect and maintain information on victim services provided by ethnicity, sex, age, and disability.
21. The applicant assures that it will comply with all applicable state and federal drug-free workplace

requirements.	
22. The applicant assures that it will comply with all state and federal laws regarding privacy during the course of the program. All information relating to clients should be treated with confidentiality. Information shall be disclosed to the Commission, when requested, in compliance with the Crime Victim Assistance Program Rules, state and federal laws, and the grant agreement.	
<input type="checkbox"/>	On behalf of the applicant agency I certify that: I have read and understand the conditions listed above; all the information presented in this application is correct; there has been appropriate coordination with affected agencies; and the applicant agency will comply with the provisions of all applicable laws and conditions if awarded funds.
Signature Click here to enter text.	Date Click here to enter a date.